STATE OF HAWAII DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES HONOLULU, HAWAII

June 30, 1983

MEMORANDUM 1983-15

TO:

Heads of Departments and Agencies

FROM:

Hideo Murakami, Comptroller

SUBJECT: FAMIS Vouchering of Payments to Hawaiian Telephone

Pending more formal documentation in the Accounting Manual, this memorandum is to provide specific instructions for the remittance data applicable to payments to Hawaiian Telephone under FAMIS.

The customer billings issued by Hawaiian Telephone contain four (4) data elements that must be included on FAMIS remittance advices:

- (1) Telephone # or account # located on the top right corner.
- (2) The six-digit number located on the bottom left corner.
- (3) The four-digit number located on the bottom left corner.
- (4) Amount being paid.

Please note also that the invoice date on the billing should be included on the remittance advice in the normal manner.

Attached is an illustration of a Hawaiian Telephone customer billing (on which the above data elements are circled), and an illustration of the related FAMIS remittance advice showing the placement of these data elements.

An alternative to the procedure described above may be used by a department or agency only under the following conditions, if an alternative procedure is considered necessary:

- (1) The warrant routing indicator on the voucher must be coded to indicate that the warrant is to be returned to the vouchering agency.
- (2) The warrant will be sent to the vouchering agency for matching with Hawaiian Telephone's remittance advice(s).
- (3) The vouchering agency will mail the warrant and remittance advice(s) to Hawaiian Telephone.



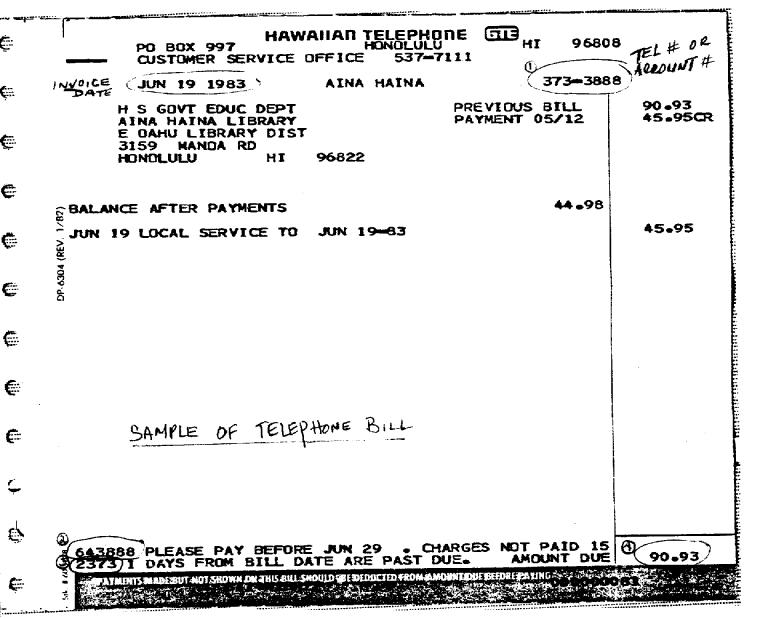
Memorandum 1983-15 Pg. 2

These instructions are directed toward the remittance advice aspects of payments to Hawaiian Telephone and do not change in any way the general instructions for vouchering. Please circulate this information to all offices in your department or agency involved in the vouchering process, stressing the importance of accuracy and completeness in following the instructions.

HIDEO MURAKAMI
Comptroller

Attch.





WARRANT S 249000

☆ STATE OF HAWAII **☆**

REMITTANCE ADVICE

ATE	TO			YENDOR CODE		
INVOICE NUMBER	INVOICE DATE		REMITTANCE DATA		AMOUNT	T
373-3888	6 19 83	6 43 8 88	2373		90	93
				TOTAL ->	90	73